

**CITY OF DUQUESNE**  
**MUNICIPAL SERVICES | OCCUPANCY APPLICATION**

12 South Second Street Duquesne, PA 15110  
Office: 412.466.4746 Fax: 412.469.3795

Please complete the appropriate section for the service(s) you are seeking. **INCOMPLETE APPLICATIONS WILL NOT BE HONORED AND RETURNED TO APPLICANT.** Fees are due at time of application for all services **EXCEPT** Building Permits, payable by Cash, Check or Money Order; **Payable to CITY OF DUQUESNE.**

**Please note \*NEW FEES\* effective January 01, 2024**

**Check One:**

**Residential: \$75.00 (   ) Commercial: \$150.00 (   )**

***Residential applications must be received by Friday of the previous week seeking inspection. Inspections are scheduled on THURSDAYS of each week.***

1. Application to be completed by OWNER, AGENT AND/OR LESSEE.
2. **Local** contact information must be provided for all company, corporation, LLC or out-of-state owned properties. **NO P.O. BOX ADDRESSES**
3. **1<sup>st</sup> Re-inspection is free; 2<sup>nd</sup> re-inspection and every re-inspection until property passes is \$75.00.** (See Ordinance No.2 of 2012 Section 5 Fees, 5.1 & 5.2) Initial inspection applications and re-inspections are only **valid for six (6) months** from the application date.
4. Occupancy application is a four-step process; please allow seven days for processing:
  - a. Application Submission/Payment Processing
  - b. Tax certification by MBM Collections
  - c. If **NO** tax delinquency you will be contacted with appointment time by Administration. If **tax delinquency** reported, you will be contacted by Administration with amount needed to resolve delinquency before an inspection can be scheduled.
  - d. **Pass/Fail** Inspection results sent via regular mail to APPLICANT at address listed on application at time of submission.
5. **NO PERMIT WILL BE ISSUED UNTIL INSPECTION HAS PASSED. NO INSPECTION/PERMIT WILL BE ISSUED IF THERE IS A PRIOR BALANCE ON A WATER ACCOUNT AND/OR IF DELINQUENT TAXES ARE OWED.**

**OCCUPANCY INSPECTIONS ARE NOT REQUIRED TO CLOSE ON A SALE PROPERTY**

**CITY OF DUQUESNE**  
**MUNICIPAL SERVICES | OCCUPANCY APPLICATION**

12 South Second Street Duquesne, PA 15110

Office: 412.466.4746 Fax: 412.469.3795

**Commercial Inspector:** **Building Inspection Underwriters of Pennsylvania, Inc.**

**Commercial Fee:** **\$150.00 per property**

**Residential Inspector:** **Sabo Home Inspections**

**Residential Fee:** **\$75.00 per unit**

**Date of Application:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**A: APPLICANT:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Is this application being submitted as part of a sale? YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**B: CURRENT OWNER:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**C: NEW OWNER:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**If new owner is not an Individual but a Company, Corporation, LLC, etc., please provide information for a local contact person:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**D: LESSEE:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**# of Minors** \_\_\_\_\_ **Lease Terms:** \_\_\_\_\_

**CITY OF DUQUESNE**  
**MUNICIPAL SERVICES | OCCUPANCY APPLICATION**

12 South Second Street Duquesne, PA 15110

Office: 412.466.4746 Fax: 412.469.3795

**E: RESIDENTIAL PROPERTY INFORMATION (if applicable)**

Use of Property: Owner Occupied \_\_\_\_\_ Rental \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_

Number of Intended Occupants: \_\_\_\_\_

Accessory Structure: Yes \_\_\_\_\_ No \_\_\_\_\_

**F: COMMERCIAL PROPERTY INFORMATION (if applicable)**

Floor Area of Structure: \_\_\_\_\_

Number of Seats in Places of Assembly: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Number of Company Vehicles: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_ Number of Loading Spaces: \_\_\_\_\_

Is there an Exit Sign proposed?: Yes \_\_\_\_\_ No \_\_\_\_\_

- ( ) Applicant is the owner of record of the property for which this application is made.
- ( ) Applicant is the authorized agent for the owner of record of the property for which this application is made, and as such, has expressed authority to bind such owner to call terms and conditions of any occupancy permit issued pursuant to this application, and that all statements and data furnished with this application are **TRUE AND CORRECT**.

*By signing below, application is hereby made from permission to occupy the premises above described for the purpose herein stated. If such use complies with provisions of all laws and ordinances, and there are no liens on this or any other property owned by the property owner with the City of Duquesne, and an occupancy permit will authorize only the use stated within this application and that such use may not be extended or changed without subsequent application and inspection. If the premises are to be occupied as a dwelling, the applicant understands that the occupancy thereof is to be limited to the number of persons stated in this application. Violations to the requirements for an occupancy permit may be fined up to \$300.00.*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**For Office Use Only:**

Water Account Current: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \_\_\_\_\_

Unpaid Taxes: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \_\_\_\_\_

**CITY OF DUQUESNE**  
**MUNICIPAL SERVICES | OCCUPANCY APPLICATION**

12 South Second Street Duquesne, PA 15110

Office: 412.466.4746 Fax: 412.469.3795

**The City of Duquesne enforces the 2006 International Property Maintenance Code. The following updates are customary to residential occupancy permit requirements.**

**(Note that this does not limit the types of violations cited during an occupancy inspection):**

- Exterior maintenance of property
- Smoke detectors in each bedroom and on each floor (battery operated units acceptable)
- GFCI outlets within six feet of water including exterior, unfinished basement, garage, kitchens, bathrooms, laundry tub area, etc.
- Handrails when there are four or more risers present (pertains to interior and exterior stairs)
- Proper venting of hot water tank and furnace
- When a window is not present, mechanical ventilation is required in all bathrooms.
- Fire extinguishers (rental properties only)
- Electrical wiring in good condition
- Integral garage ceilings must be completely separated from living space (fire rated 5/8" drywall)
- Must have solid wood/steel door between basement and an integral garage (20 minute minimum rating)



**City of Duquesne**

12 South Second St

Duquesne, Pa. 15110 / 412-466-4746

## 2025 Landlord Tenant Registration

(Please Print clearly and legibly)

The annual registration fee is \$100.00 per unit (i.e. duplex will cost \$200.00 per year, 8- unit apartment will cost \$800.00 per year). ***THE ANNUAL Landlord Tennant fee will be waived for the first year (2024) if the requirements are satisfied.*** The Certificate of Occupancy will follow the current procedure requiring an inspection with a change in tenant or owner. These fees are \$75.00 per unit for Residential and \$150.00 per unit for Commercial

**Required Attachments:** Insurance Declaration Page, Annual Landlord Tennant Registration, Certificate of Occupancy (with **ANY** change of tenant)

### (PROPERTY OWNER INFORMATION):

Property Owner's Name

Address

City

State

Zip

Cell

Alternate phone

Email

**(AGENT/MANAGER):** If landlord does not reside within (20) miles radius of the City

Property Owner's Name

Address

City

State

Zip

Cell

Alternate phone

Email

**(INSURANCE PROVIDER FOR: FIRE, CASUALTY, AND GENERAL LIABILITY) Requirement of \$50,000.00 minimal. You must attach declaration page.**

Insurance Provider Name

Address

Contact Number

Policy Number

Email

**TENANT INFORMATION):** the below information should list all rental properties that YOU OWN in the City of Duquesne, whether they are commercial or residential rentals: Below list the tenant(s) who reside at each rental next to their rental address. Also list your vacant properties.

**RENTAL ADDRESS INCLUDING APARTMENT NUMBERS:**

**TENANT(S) NAME:**

**CELL:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IF ADDITIONAL LINES ARE NEEDED, PLEASE PUT ON A SEPARATE PIECE OF PAPER**

**# UNITS: \_\_\_\_\_ X \$ 100.00 = \$ \_\_\_\_\_ (Total Registration fee) checks, cash or money order ONLY!**

**I, \_\_\_\_\_, hereby declare that the facts set forth in this application are true to the best of my knowledge, information and belief, and that any false statements made herein are made subjects to the penalties of the Crimes Code, 18 PA C.S.4904, relating to unsworn falsification to authorities.**

**(Applicant Signature):**

**(Date):**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_